

Mendon Public Library Board of Trustees Meeting
Mendon Public Library
December 4, 2017
7:00 p.m.

Approved

Present: Molly Ortiz-Brazak, Anne-Marie Gordon, Alicia Cromwell, Craig Moscicki, Bruce Peckham, Cristina Romig, Larry Young

Others present: Laurie Guenther (Director), Cynthia Carroll (Town Representative), Lisa Reniff (Recording Secretary),

Meeting was called to order at 7:00 p.m. by Molly Ortiz-Brazak

Public Comment: No public comment.

Town Report (Cynthia Carroll) The bids for the children's area construction and roof on 13 Monroe St. building were sent out for bid. The bids will be opened on Dec 22th.

Trustee Communication: None

Construction Progress: (Bruce Peckham)

Bruce, Laurie and Kelly met with the town engineer to talk about some of the details of the children's area construction. The furniture vendor has given information to the engineer regarding shelving and desk purchases. The engineer said they would get back to us about choosing the carpeting but has yet to do so. The project appears to be on budget and we met the November 22nd commencement deadline for the NYS construction grant.

Approval of Minutes:

It was MOVED, SECONDED, and CARRIED to approve the Mendon Public Library Board of Trustees November 7, 2017 minutes.

President's Report: (Molly Ortiz-Brazak) Nothing new to report.

Corresponding Secretary Report: (Anne-Marie Gordon) Nothing new to report.

Director's Report: (Laurie Guenther)

The Library closure dates for 2018 were suggested and discussed. The proposed schedule had 12 plus 2 partial days of closure.

It was MOVED, SECONDED, and CARRIED to approve the following holiday closure dates for 2018:

- Monday, January 1st - New Years day
- Saturday March 31st - Saturday before Easter
- Saturday May 26th - Saturday before Memorial Day
- Monday, May 28th - Memorial Day
- Tuesday, July 3rd at 1pm - Day before Independence Day
- Wednesday, July 4th - Independence Day
- Monday, September 3rd - Labor Day
- Wednesday, November 21st at 1pm - Day before Thanksgiving
- Thursday, November 22nd - Thanksgiving

Meeting Date: December 4, 2017

Review Date: January 8, 2018

Approved Date: January 8, 2018

Friday, November 23rd - Day after Thanksgiving
Monday, December 24th - Day before Christmas
Tuesday, December 25th - Christmas
Wednesday, December 26th - Day after Christmas
Monday December 31st - Day before New Years
Saturdays from June 16 - Sept 15 - Summer Hours

It was MOVED, SECONDED, and CARRIED to approve the following Regular Board of Trustee meeting dates for 2018:

Monday January 8th
Monday February 5th
Monday, March 5th
Monday, April 9th
Monday, May 7th
Monday, June 4th
Monday, July 2nd
Monday, August 6th
Monday, August 27th
Monday September 10th
Monday, October 1st
Monday, November 5th
Monday, December 3rd

Staff wage increases for 2018 were discussed. The NYS minimum wage is increasing to \$10.40 per hour which will impact some library employees. An increase of 1-3% would bring all clerks above the minimum wage with 1% attributed to cost of living and the remainder merit.

It was MOVED, SECONDED, and CARRIED to increase library staff salaries between 1% - 3%.

MCLS is using a new model for member libraries and their patrons to purchase and use Overdrive ebooks. Patrons of the owning library would have priority for books on holds. MPL's Overdrive usage is growing with 207 patrons checked out 887 items in November.

Usage of the library is very light in the late evening during the winter. With the boards previous desire to open the library earlier it was proposed we shift the hours a half an hour earlier during a three month trial period.

It was MOVED, SECONDED, and CARRIED to change the Mendon Public Library Hours to 9:00am – 8:30pm on Monday through Thursday, 9:00am-5:00pm on Friday and 10am-4pm on Saturday on a trial basis from January to March.

A fun holiday program is planned for December 20th. It is an open house format: a local string quartet, Pizzicatomus, will perform and cookies, punch and holiday crafts will be available.

The Friends are recruiting new officers and had an introduction/craft night that was well attended. They are planning an organizational meeting with new officers in late January.

Larry arrives (7:30pm)

OLD BUSINESS

EOY Budget Review:

The use of EOY library funds for purchase of long-range technology upgrades and services was discussed. Skyport recommended upgrading the server to provide for redundancy. Four of the staff PC's are in need of replacement due to their age and inability to upgrade. An independent security audit was previously discussed and approved.

It was **MOVED, SECONDED, and CARRIED** to approve a technology purchase from Skyport for \$8,140.12 to provide for server redundancy, system security and staff operating efficiencies.

Treasurer's Report: (Craig Moscicki)

It was **MOVED, SECONDED, and CARRIED** to approve the Mendon Public Library Financial Report for December 4th, 2017.

**Financial Report
Mendon Public Library Board of Trustees**

Meeting Date: December 4, 2017

Final Approved Report: December 4, 2017

LIBRARY OPERATING FUNDS

Transfers Approved Board of Trustees, December 4, 2017				
<i>From</i>	0.120	Pages	\$ 500.00	
<i>To</i>	0.230	Hardware		\$ 500.00
<i>From</i>	0.160	Library Assistant	\$ 1,200.00	
<i>To</i>	0.230	Hardware		\$ 1,200.00
<i>From</i>	0.200	Software	\$ 500.00	
<i>To</i>	0.230	Hardware		500
<i>From</i>	0.401	Youth Books	\$ 500.00	
<i>From</i>	0.401	Youth Books	\$ 600.00	
<i>To</i>	0.407	Tapes		\$ 600.00
<i>To</i>	0.405	Data base subscriptions		500
<i>From</i>	0.403	Reference	\$ 500.00	
<i>From</i>	0.404	Periodicals	\$ 1,700.00	
<i>To</i>	0.405	Database Subscriptions		\$ 1,700.00
<i>To</i>	0.400	Adult Books		\$ 500.00
<i>From</i>	0.406	Recordings	\$ 900.00	
<i>From</i>	0.406	Recordings	\$ 2,200.00	
<i>To</i>	0.230	Hardware		\$ 900.00
<i>To</i>	0.405	Database subscriptions		\$ 2,200.00
<i>From</i>	0.410	Office Supplies	\$ 200.00	
<i>To</i>	0.230	Hardware		\$ 200.00
<i>From</i>	0.427	Mileage/Dues	\$ 50.00	
<i>To</i>	0.428	Training		\$ 50.00

From	0.430	Equipment Repair	\$ 200.00	
To	0.230	Hardware		\$ 200.00
From	0.450	Utilities	\$ 700.00	
To	0.230	Hardware		\$ 700.00
From	9030. 8	Social Security	\$ 1,000.00	
To	0.230	Hardware		\$ 1,000.00
From	9060. 8	Medical Dental	\$ 1,000.00	
To	0.223	Hardware		\$ 1,000.00
Total			\$ 11,750.00	\$ 11,750.00

Payment of Claims:

Voucher 2017-12-172 through 2017-12-186 for a total amount of \$ 19,720.25.

Acceptance of Deposits:

Date	Check #	Memo	Amount	Deposit
11/2/2017		Cash Register Deposit 10/26-11/2		244.20
	Cash		109.65	
	Cash		134.55	
11/9/2017		Cash Register Deposit 11/2-11/9		370.58
	Cash		268.08	
	Cash		78.00	
	Cash		24.50	
11/16/2017		Cash Register Deposit 11/9-11/16		244.25
	Cash		33.15	
	Cash		66.05	
	Cash		101.70	
	Cash		43.35	
11/30/2017		Cash Register Deposit 11/16-11/30 (2weeks)		482.04
	Cash		141.44	
	Cash		340.60	

BOARD OF TRUSTEE ACCOUNTS:

Account Balances:

Account	Date	Balance	Reconciled
M&T Checking Account	10/31/2017	\$ 63,432.86	11/8/2017
M&T Eunice Dehmler Frank Fund	10/31/2017	\$ 2,659.04	11/8/2017

NEW BUSINESS

EOY Meeting:

The EOY meeting was set for December 18th at 5:30pm.

Nomination of Officers:

Alicia Cromwell's term on the BOT officially ends at the end of the year. The Board enthusiastically supports Alicia continuing on the Board of Trustees with a newly appointed term. The Town Board appoints new terms to the Library Board.

It was MOVED, SECONDED, and CARRIED to recommend to the Town Board that: Alicia Cromwell be appointed for a five-year term to the Library Board of Trustees.

It was MOVED, SECONDED, and CARRIED to nominate and approve the following officers:

President - Molly Ortiz-Brazak

Vice-President - Cristina Romig

Treasurer - Craig Moscicki

Recording Secretary - Anne-Marie Gordon

Adjourned at 9:00pm